Notes from SU meeting Tuesday, Nov. 30

Present: Mr. Grudis, Mrs. Carpenter, Leah Carpenter, Mrs. Delgado, Ms. Riggins, Mrs. Birch

1. Rental of the Dorchester, Somerset, and Talbot rooms and the Rotunda: $795 TV available in the Somerset room. Last year this room was used for shoe/flower checkin
2. AV rental: $125 for equipment (computer/projector/screen). $20 per person per hour
3. SU provides outside security. 2-3 Approx. $37 per hour (6:30 – 12:30) Last year 2 security officers were used.
4. Inside security: 2-3 deputies Maximum $75 per hour 6:30 – 12:30
5. SU requires chaperones at all exits (Guerreri/Commons) depending on location of the Grand March. Used 11 last year, fewer needed if Grand March not at Asbury.
6. Food: Worked from a budget of $2750 last year. First students arrived at 7;15. SU provided urns of water free of charge. They feel that another beverage needs to be offered (punch? Not soda). Budget for last year included:

Veggie tray (for 175 people)

Fruit tray (for 200 people)

Mozzarella sticks (188)

Chocolate Fountain (234) with strawberries, pretzel rods, marshmallows, bananas, cake bites, cookies

Co-ordinate with Kelli Delgado

1. SU feels that the DJ needed to be ready to play music at 7:30. Wasn’t ready last year.
2. Table linens: $4.25 a table that seats 6 used 12 tables in Dorchester $3.25 a table in the Rotunda (used 10)
3. $300 Administrative Charge
4. $500 Setup /Break down fee
5. Custodial service 2-3 people. SU did not charge last year because the prom was held when staff was already scheduled. Do not know if that will happen this year. Charge could be $20 - $25 per person per hour.
6. Decoration: 12- 5 on Friday. Saturday during the day. Need to Co-ordinate with Kelli Delgado
7. 10 days prior to prom everything must b e finalized.
8. SU requires a meeting with class officers, me, parents on committees, main players at SU and Mr. Grudis in March 2011. We will receive the license agreement after that meeting. No deposit needed prior to that meeting. Will pay $795 after that meeting. All other charges will be billed AFTER the prom (food, security, custodial, etc.)

Preliminary Budget

Rooms: $795

AV: $125

AV tech: $100 ($20 X 5 hours)

SU Security: $666 ($37 X 3 X 6 hours)

Deputies: $1350 ($75 X 3 X 6 hours)

Food: $2750

Linens: $84.25

Ad. Fee: $300

Setup/break $500

Custodial: $240 ($20 X3 X 4 hours)

Total due SU: $6810

Decorations: $2000

DJ: $800

Prizes: $4000

Total additional fees: $6800

Income:

12,500 in treasury as of 12/1/2010 (money not deposited from shirts)

Anticipated ticket revenue: $3000 ( 150 couple tickets X $20)

Total class revenue: $15500

15,500 – 13,610 = 1,890 remaining